

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: AR 545 (07/28/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 545 SERIOUS ILLNESS/ESCORTED LEAVE TEMP	EFFECTIVE DATE: 10/10/03

PURPOSE

AUTHORITY

RESPONSIBILITY

DEFINITIONS

APPLICABILITY

PROCEDURES

545.01

SERIOUS ILLNESS/FUNERAL ESCORTED LEAVE

REFERENCES

ATTACHMENTS

MANDATORY REVIEW DATE

07/28/04

PURPOSE

To establish the process for the approval of inmates on escorted leave within the community in the case of serious illness or funerals to immediate family members.

AUTHORITY

NRS 209.501

RESPONSIBILITY

Wardens are responsible for the review of all escorted leave requests.

The Offender Management Division Administrator/Designee is responsible for the final review and approval/disapproval of escorted leave requests.

DEFINITIONS

ESCORTED LEAVE – A period of time, which an inmate is allowed to leave the facility and go into the community, with staff supervision.

IMMEDIATE FAMILY MEMBERS – Husband, wife, father, mother, sons, daughters, brothers, sisters, grandparents, grandchildren, stepchildren, and legal guardians (such as foster parents).

APPLICABILITY

This regulation applies to all inmates requesting illness/funeral escorted leave and all staff evaluating such requests.

PROCEDURES

545.01 SERIOUS ILLNESS/FUNERAL ESCORT

1.1 Under specified conditions, inmates will be allowed to visit immediate family members for deathbed visits and/or to attend the funeral of an immediate family member. **(3-4392)**

1.1.1 Deathbed visits are authorized only to the location of the ill relative for no longer than 2 hours (not including travel time), unless approved by the Director or designee.

1.1.2. Funeral destinations may include church, funeral home, or graveside. It is not permissible for an inmate to attend family gatherings, except as defined above.

1.2 Institutional staff shall:

1.2.1 Obtain independent verification from a source other than a family member, of the illness or death;

1.2.2 Verify the relationship to the inmate.

1.2.3 Verify with medical authorities that illnesses are critical or terminal.

1.3 With the approval of the Offender Management Administrator (OMA)/designee, the inmate may be transferred to institutional/facility location to facilitate the visit.

1.3.1 Verbal approval of transfers from the OMA/designee is authorized to expedite movement.

- 1.3.2 The sending institution or facility must coordinate with the receiving institution before the request for transfer to ensure that the receiving institution can support the escorted visit.
- 1.4 Visits are not allowed to out-of-state locations.
- 1.5 Serious illness or funeral escorted leave will not be approved in the following instances:
- 1.5.1 Where the inmate is seriously, emotionally disturbed.
- 1.5.2 Family injury or death was the result of unusual circumstances that might result in retaliation by the inmate against another person in the community.
- 1.5.3 The visit would place the inmate or the escorting staff in danger.
- 1.5.4 For inmates with serious behavioral problems or inmates who represent an escape risk.
- 1.5.5 For inmates with documented threats to individuals in the community.
- 1.5.6 Notorious inmates that have generated great public concern and/or inmates identified with organized crime, gang activities, or who are members of a security threat group, unless approved by the Assistant Director of Operations.
- 1.5.7 Inmates without the financial ability to pay for the costs associated with the visits, as verified by the inmate's account or family.
- 1.5.8 Inmates whose criminal history would indicate that they would represent a serious risk to injure or assault members of the community with whom they come in contact, were they to escape.
- 1.5.9 When the institution or facility does not have the staff resources to provide the escort for the visit, or if overtime resources are required for the management of the institution.
- 1.5.10 Where the inmate is medium, close, maximum, or unassigned custody.
- 1.6 The inmate or family in advance of the visit shall pay any expense related to any visit approved under this regulation.
- 1.7 Approval of Escorts
- 1.7.1 An inmate may apply to any Institutional Manager or Classification staff member for a serious illness or funeral escorted leave. These requests will be given immediate attention

by the staff of the institution.

1.7.2 Wardens may approve serious illness or funeral escorted leave.

1.7.3 The Institutional staff member approving the visit will complete the Department's custody coverage cost assessment breakdown available from the Department's Accounting Division will be completed by the institutional staff member approving the visit.

1.7.4 Approval or denial of visits should be documented in the manner of classification actions.

1.8 Escorts

1.8.1 All visits will be under the escort of Department staff.

1.8.2 The supervision of inmates that are escorted on visits will meet the requirements of transporting minimum custody inmates.

- Community trustee custody will be escorted in the same manner as a minimum custody inmate.

1.8.3 The escorted visit will be managed, and documented in the manner required of all inmate transportation activities.

1.8.4 Inmates will be dressed in prison attire only.

1.8.5 The staff escorting the inmate are to be hired for this activity as overtime. The shift complement at the institution or facility is not to be reduced in order to carry out this visit.

1.8.6 The escorting correctional officer will be dressed in uniform. If non-uniformed staff accompanies the inmate, professional dress is required.

1.8.7 Both inmate and staff will sign the General Rules contract, form 3001, prior to departure.

1.8.8 A post order will be developed at each institution/facility outlining escort officer conduct.

1.8.9 Local authorities will be notified per NRS 209.501.

1.9 Boards

1.9.1 Inmates who are boarders or contract inmates from other states under the Interstate Compact will not be approved for a visit without the approval of the transfer state.

1.9.2 Federal prisoners will not be approved for visits unless those visits are approved and conducted by the U.S. Marshal.

1.9.3 County Safekeepers will not be approved for visits except with the approval of the Sheriff or Chief of Police who placed the inmate in the Department. If the location of the visit is within the jurisdiction of the placement agency, then the escorted visit will be carried out by the agency placing the inmate in the Department.

REFERENCES

ACA Standard 3-4392

ATTACHMENTS

DOC-3011, General Rules/Inmates

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.

GENERAL RULES/INMATES

- 1.) I agree to attend the death bed visit/funeral for a maximum of 2 hours.
- 2.) I will act responsibly and professionally.
- 3.) I will dress in attire per AR 545.
- 4.) I will not attend any family gathering or imbibe in the use of alcohol.
- 5.) I agree to pay costs associated with the visit in advance.
- 6.) I understand that failure to return on time or leaving staff supervision could result in criminal prosecution for unauthorized absence.
- 7.) I understand that any violation of the Code of Penal Discipline could result in disciplinary action.

Inmate Signature

Date

DOC-3011 (03/02)